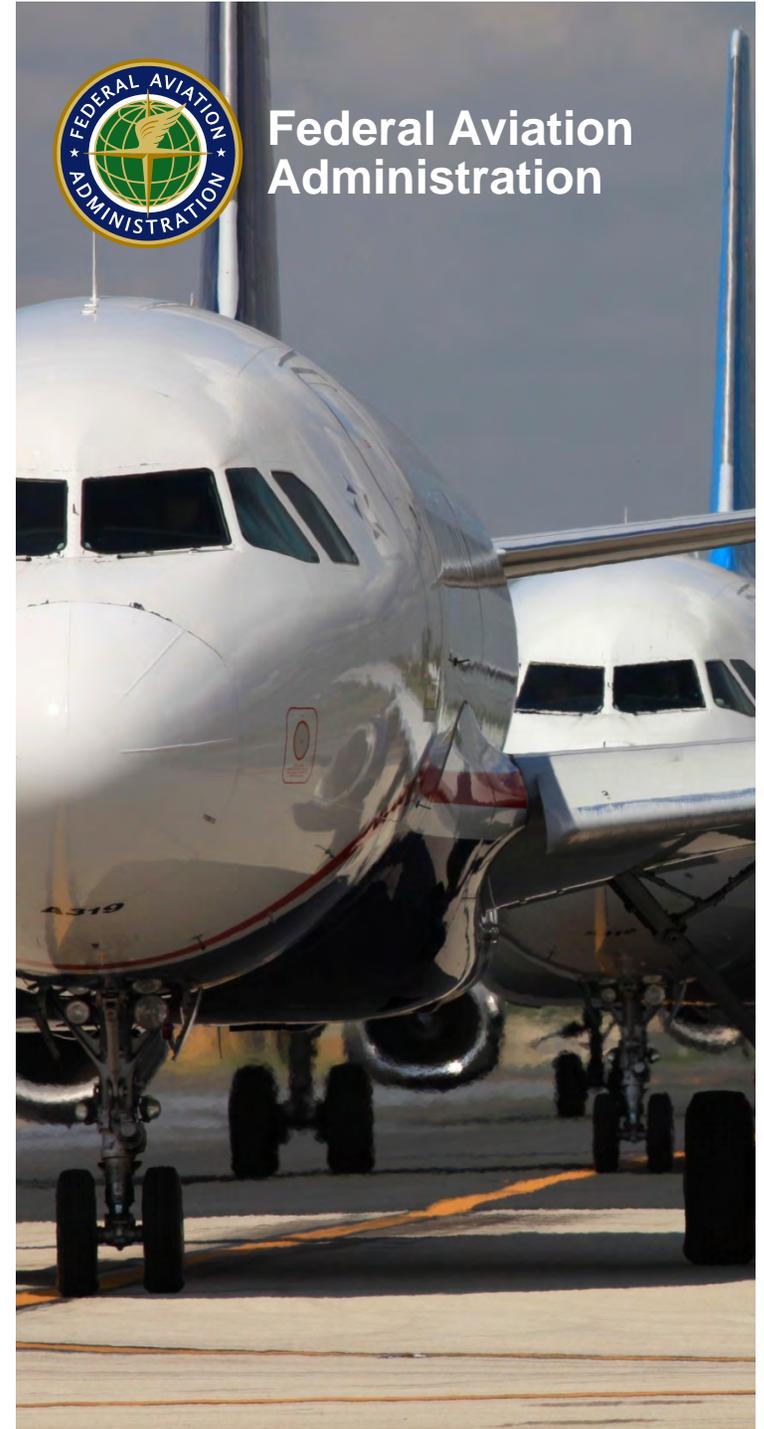


# Airport Certification for Non-FAA Employees

## Inspection Process – Phases & Documentation (Administrative)

**Course Number: 06047**

**Instructor:**





# ADMINISTRATIVE INSPECTION OBJECTIVES

The objective for this lesson is to provide Aerodrome Certification Inspectors an overview of the FAA inspection process for administrative inspections.

# Introduction

**This session subject matter from:**

**FAA Part 139, *Certification of Airports***

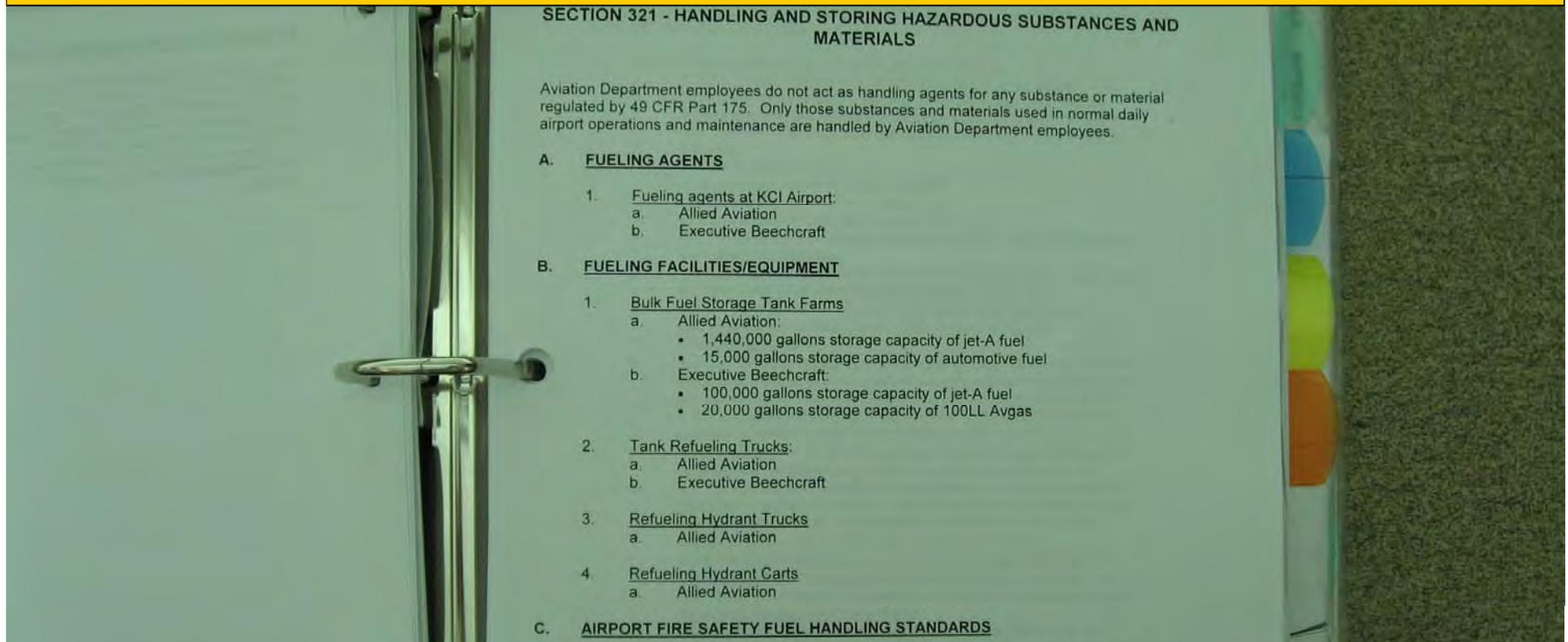
**FAA Order 5280-5, *Airport Certification Program Handbook***

**ICAO Doc 9774, *Manual on Certification of Aerodromes***



# Administrative Inspection

Reviewing the Aerodrome Manual, AEP, WHMP and Snow & Ice Control Plan with airport staff is part of the Administrative inspection process. The purpose of the review is to determine if the manual is up to date and accurate.



A preliminary review would have been conducted in the office while preparing for the inspection. During the Administrative Inspection, any questions from the preliminary review will be discussed with airport staff.



When FAA Inspectors return to the office, aeronautical information for the airport is updated on a web site.

File Edit View Favorites Tools Help

Back Search Favorites

Address: <http://www.5010web.com/inspector/inspection/fs.asp>

5010Web.com Submit | FAA Data | View Changes | Sketch | Support | Home | Logout

(All States) KANSAS CITY INTL Enter a City... MCI Go

General Information Services & Facilities Based Aircraft & Operations Runway Information

KANSAS CITY INTL (MCI) SAVE UNDO

Select a Runway: 09/27 Add New Runway

01L/19R  
01R/19L

**09/27**

**General Information**

30. Runway ID:	09/27 Add rmk	32. Width:	150 Add rmk
31. Length:	9500 Add rmk		
33. Surface Type:	ASPH-Asphalt/Bituminous Concrete Add rmk		
Surface Cond:	GOOD Add rmk		
34. Surface Treat.:	GRVD-Saw-Cut or Plastic Grooved Add rmk		
35. (THSDS) SW:	75	SW Method:	(none)
36. (THSDS) DW:	125	DW Method:	(none)
37. (THSDS) DTW:	180	DTW Method:	(none)
38. (THSDS) DDTW:	260	DDTW Method:	(none)
40. Edge Intensity:	HIGH-High Intensity Add rmk		

**End Data** Click to view difference between FAA and Inspector data.

**End 09** **End 27**

**Lighting/Approach Aids**

start SSO To... Michael ... 4 Win... 2 Micr... GCR 50...

# Administrative Inspection

The Administrative portion of the inspection involves reviewing records required to be maintained by airport staff.



# Administrative Inspection

## Records review by FAA Inspectors include:

- Notices to Airmen (NOTAMs)
- Field Condition Records
- Self Inspection Records & Work Orders
- Fuel Inspection Records
- Wildlife Log
- ARFF Training Curriculum & Training Records
- Basic Emergency Medical Care Training Records
- Fueling Agent Training Records
- Ground Vehicle/Pedestrian Training Curriculum and Training Records
- Airport Emergency Plan Training/Annual Review/Full-Scale Exercise
- Training Curriculum & Training Records for airport authority employees with responsibilities in the airport certification program (ACM)

Self inspections, fuel inspections, issuing NOTAMs, snow & ice control, wildlife hazard management, airport familiarization, maintenance procedures, visual aid standards, electrical safety procedures

## Training for Operators of Vehicles

### *Annex 14, Attachment A, Section 18;*

**18.1 - The authorities responsible for the operation of vehicles on the movement area should ensure that the operators are properly qualified. This may include, as appropriate to the driver's function, knowledge of:**

- a) the geography of the aerodrome;**
- b) aerodrome signs, markings and lights;**
- c) radiotelephone operating procedures;**
- d) terms and phrases used in aerodrome control including the ICAO spelling alphabet;**
- e) rules of air traffic services as they relate to ground operations;**
- f) airport rules and procedures; and**
- g) specialist functions as required, for example, in rescue and fire fighting.**

**ICAO Annex 14, Attachment A, Section 18, contains a list of subjects that vehicle operators should be trained in.**

retroreflective	-	-		
dirty/inoperable	-	-		
missing	-	-		
adjustment	█	-		
lighting	█	-		
lighting	█	-		
flashed lighting	█	-		
beacon	-	-		
towers	-	-		
/VASI	-	-		
Lights	█	X	out on Hinson Building	
is	-	█	Fixed 10-29-07 LT	
ishers	-	✓		
Vegetation	-	-		
clips	-	-		
g onto airfield	-	-		
required	-	X	Geese and 0836 on A shot Bird Bomb	
ditions	X			
Clearance	X			
ire Access	X			

Examining self-inspection records may reveal that the airport has a wildlife problem that may trigger the need for a wildlife hazard assessment and other wildlife hazard mitigation measures.

## SPECIAL INSPECTION CHECKLIST

DATE: 10/15/11 TIME: 1420 INSPECTOR: Adams

TYPE INSPECTION: Accident Weather Construction Maintenance Snow Wildlife

REASON FOR INSPECTION: Monitor construction

### Check Conditions Applicable to the Special Inspection

FACILITIES	CONDITIONS	✓ X	REMARKS	RESOLVED BY (Initial & date)
<b>Pavement Areas</b>	FOD/débris/Ponding	✓		
	Cracks/heaves/blowups	✓		
	Surface conditions	✓		
	Snowbanks/windrows			
<b>Safety Areas</b>	Ruts/surface variations	✓		
	Drainage/construction	✓		
	Débris	✓		
	Unauthorized objects	✓		
<b>Markings</b>	Clearly visible	✓		
	IAW FAA standards	✓		
	Hold Positions	✓		
	Glass beads			

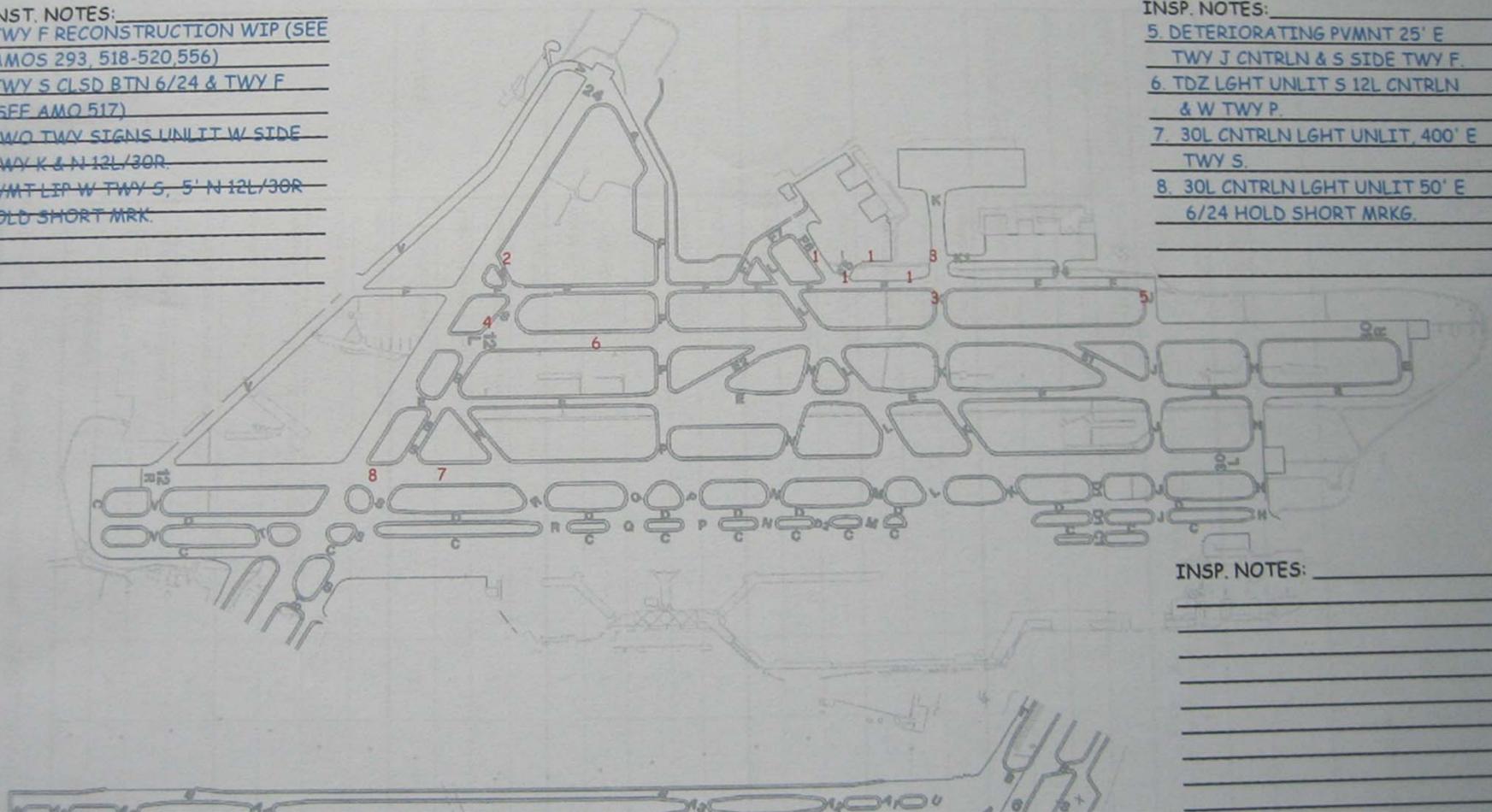
If there is a National requirement for conducting special inspections, such as after construction, weather and accidents, there should be records to document the special inspections.

CONST. NOTES:

1. TWY F RECONSTRUCTION WIP (SEE AMOS 293, 518-520,556)
2. TWY S CLSD BTN 6/24 & TWY F (SEE AMO 517)
3. TWO TWY SIGNS UNLIT W SIDE TWY K & N 12L/30R
4. PVMNT LIP W TWY S, 5' N 12L/30R HOLD SHORT MRK.

INSP. NOTES:

5. DETERIORATING PVMNT 25' E TWY J CNTRLN & S SIDE TWY F.
6. TDZ LGHT UNLIT S 12L CNTRLN & W TWY P.
7. 30L CNTRLN LGHT UNLIT, 400' E TWY S.
8. 30L CNTRLN LGHT UNLIT 50' E 6/24 HOLD SHORT MRKG.



INSP. NOTES:

There are many different methods of documenting daily self-inspections. This is a computer based method that is completed by airport operations personnel after the self-inspection.

5 AM

# Des Moines International Airport

Page

## WORK ORDER - Corrective Maintenance - Non Billable

21

Description: three consecutive TWY lights out on TWY A

M-ELC-AS-AL-OTW	Model:	Sch Date: 6/15/2008 4:36:10	
OTHER TAXIWAY LIGHTING	Serial No:	Priority: 0	
Bldg Electrical Check, Repair, or Replac	Location:	Shift:	
	Building:	Supervisor:	
Christian/ops	Floor:	Room:	Status: Open
003	Asset ShutDn: <input checked="" type="checkbox"/>	Plant ShutDn: <input type="checkbox"/>	Skill:
nExp. Warr	Ext:		Assigned To:

Option	Labor Description	Cost ID	Est Hrs	Rem Hrs	Reg	Over	Double	Other	Date
			0.00	0.00					/ /
			0.50	0.50					/ /

At large airports, it is a common practice to use a work order system to document correction actions by Airport Maintenance staff at airports where self inspections are conducted by Operations personnel.

NOTAM Number

89

877-487-6867

Issue Date 6/15/2008

Issue Time 0930 UTC

Cancel Date 6-30-08

Cancel Time 0900 UTC

Issue ATCT Intl JG

Cancel ATCT Intl MC

Issue FSS Location & Intl DFW-CJ

Cancel FSS Location & Intl DFW-OC

NOTAM

!DSM DSM THREE CONSECUTIVE TWY LIGHTS OUT ON EAST SIDE OF TWY A WEF  
0806150930 - UFN

**CANCELLED**

When conditions found during self-inspections require a NOTAM, records should document that a NOTAM was issued.

# Self Inspection Records

Regional Airport  
**AIRPORT SAFETY SELF-INSPECTION CHECKLIST**

Snow & Ice	Surface Obstructions			
	Surface Obstructions			
	Lights & Signs Observed			
Construction	NAVAIDS/Fire Alarms			
	Equipment Lights			
	Equipment Parking			

NOTAMS ISSUED \_\_\_\_\_

REMARKS \_\_\_\_\_

Please use the map below to plot positions of items found to be unsatisfactory.

FACILITIES	CONDITIONS	M	E	REMARKS
Pavement Areas	Pavement Lip > 3"			
	Hole > 5" Dia. 3" Deep			
	Cracks/Splitting/Spalls			
Safety Areas	FOD - Gravel/Debris/etc.			
	Flaming/Edge Damage			
	Run-Flange/Obstruction			
Pavement Markings	FOD in Safety Area			
	Frangible Beams			
	Clear and in position			
Signs	Proper signpost			
	Proper markings			
	Clear and in position			
Lighting	Runway lights			
	Taxiway lights			
	Threshold lights (H400)			
Obstructions	Pilot Controlled lights (H400)			
	Damaged/Missing/Obscured			
	Crane/Trees			
Fuel Farm	Fencing/Gates/Signs			
	Fuel Marking/Labeling			
	Fire Extinguishers			

Turn over to complete \_\_\_\_\_

REMARKS: Turn over to complete. The work process to learn. Please check back to check fuel.

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1. Construction warning lights inoperable.

2. Construction warning lights on movement areas are not red (after 10/1/04).

3. Marking of construction vehicle routes inadequate.

4. NOTAMS not current.

5. Construction equipment parked or operating in unauthorized areas.

6. Marking, lighting, or sign systems being installed contrary to FAA standards.

7. Potentially confusing marking/lighting/signs around construction areas.

8. Construction activity is contrary to AC 150/5370-2E.

9. Construction activity contrary to the Construction Safety Plan.

10. Construction activity contrary to the Construction Safety Plan.

**Fencing**

- Perimeter fencing down; gates open, or signs missing.
- Apron fencing down, gates open, or signs missing.

**Wildlife Hazards**

- Presence of birds, deer, coyotes or other wildlife that could affect safe operations of air carrier aircraft.

Attachment 327-1  
**AIRPORT SAFETY SELF-INSPECTION CHECKLIST**

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_

Day Inspector/Time: \_\_\_\_\_ Night Inspector/Time: \_\_\_\_\_

\* Satisfactory  
\* Unsatisfactory

FACILITIES	CONDITIONS	D	N	REMARKS	RESOLVED BY (Initial & Date)
Pavement Areas	Pavement lip over 3"				
	Hole > 5" dia. 3" deep				
	Cracks/splitting/beavers				
Safety Areas	FOD - gravel/debris/signs				
	Flaming/edge damage				
	Run-Flange/Obstruction				
Signs	Proper signpost				
	Proper markings				
	Clear and in position				
Lighting	Runway lights				
	Taxiway lights				
	Threshold lights (H400)				

Aerodrome Inspectors should compare the self-inspection records with the checklist shown in the Aerodrome Manual to see if the same checklist is being used.

**FAMILY FAR 139  
INSPECTION REPORT**

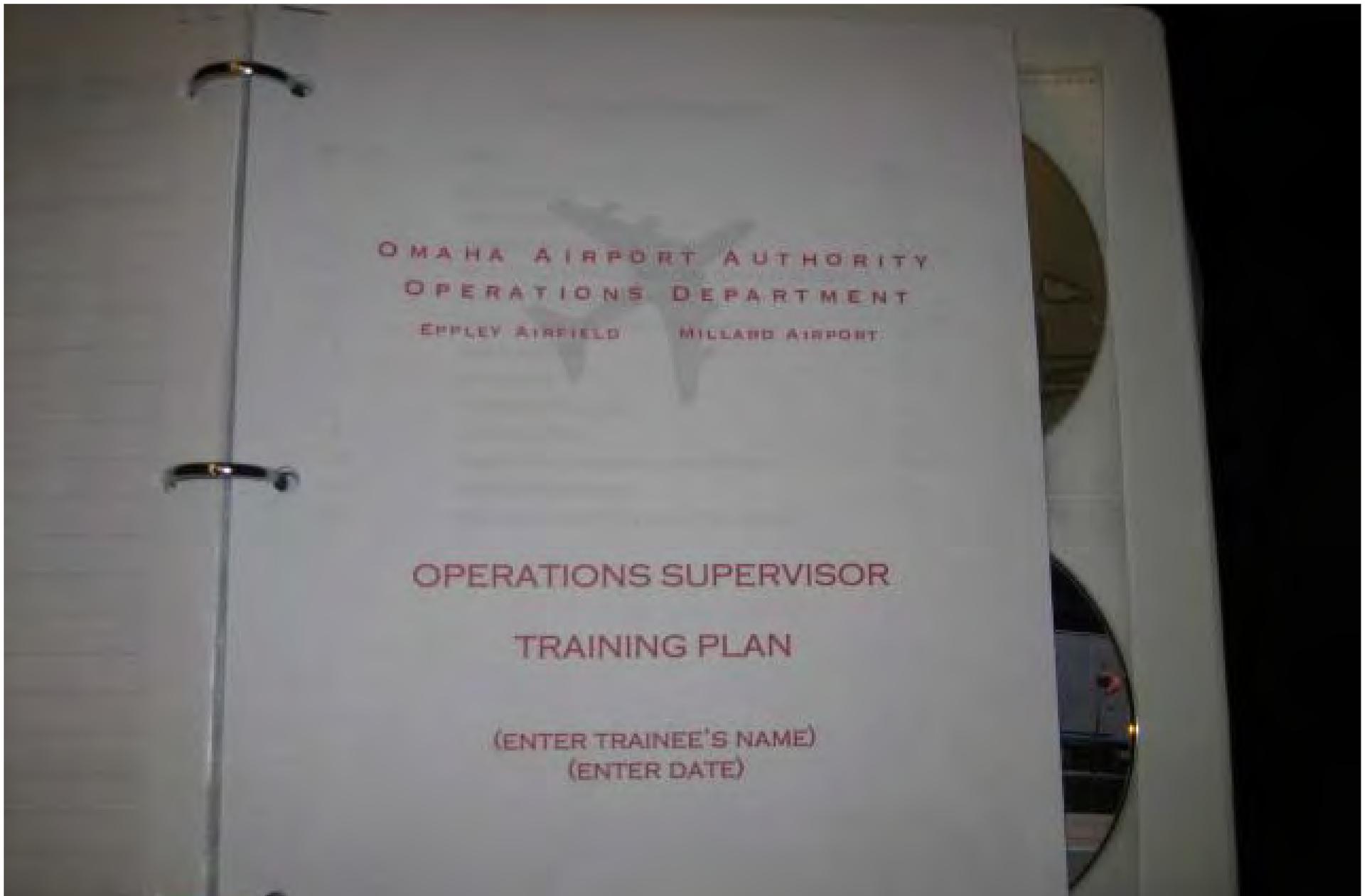
5116

**OK - Satisfactory      X - Unsatisfactory**

		9/27	1L/19R	1R/19L	T/W's West C7	T/W's East C7	Ramp A	Ramp B	Ramp C	REMARKS	W/R #
<b>PAVEMENT AREAS:</b>	Pavement Lip > 3"	OK	OK	OK	OK	OK	OK	OK	OK		
	Hole 5" Diameter, 3" Deep	OK	OK	OK	OK	OK	OK	OK	OK		
	Pavement Failure	OK	OK	OK	OK	OK	OK	OK	OK		
	FOD: Gravel/Debris/Etc.	OK	OK	OK	OK	OK	OK	OK	OK		
	Rubber Deposits	OK	OK	OK	OK	OK	OK	OK	OK		
	Pavement Markings	OK	OK	OK	X	OK	OK	OK	OK	<u>Twy L&amp;D int needs touch up</u>	12936
	Ponding/Edge Dams	OK	OK	OK	OK	OK	OK	OK	OK		
<b>SAFETY AREAS:</b>	Ruts/Erosion/Hole	OK	OK	OK	OK	OK	OK	OK	OK		
	Debris	OK	OK	OK	OK	OK	OK	OK	OK		
	Objects/Frangible Bases	OK	OK	OK	OK	OK	OK	OK	OK		
	Construction Equip Clea	OK	OK	OK	OK	OK	OK	OK	OK		
	Visible Day and Night	OK	OK	OK	OK	OK	OK	OK	OK		

**A detailed review of the self-inspection records during the Administrative Inspection will reveal to the Aerodrome Inspector:**

- Whether or not the airport operator is complying with airport certification regulation requirements on a continuing basis.
- The timeliness of corrective actions for unsatisfactory conditions found during self-inspections.



There is a wide variance in methods used to document that airport authority personnel are properly trained.

**OAA Ground Vehicle or Pedestrian Movement/Safety Area  
Practical Exam Checklist**

**Instructions:**

- The evaluator shall be used to evaluate a trainee's performance for initial certification and retraining training. The evaluator shall direct the trainee to at least three different locations in the airfield. In the process of driving to these locations, the trainer must demonstrate the ability to drive on and/or cross taxiways and runways using correct procedures.
- The task number contains all areas that must be identified and/or performed by the trainee and observed by the evaluator.
- An asterisk (\*) in the standards (STD) column indicates those tasks that the trainee must complete without error. Mistakes are allowed on those tasks that do not have an asterisk as long as they do not result in a situation that jeopardizes or degrades safety. For example, a runway excursion or major conflict between the A/TOT and the trainee.
- Place an "S" for satisfactory in the last column when the trainee has successfully completed each task. A "N" for Unsatisfactory will be placed in the last column when a trainee fails a task.
- The evaluator may include comments in the remarks section. Comments are **mandatory** when a trainee fails the practical exam and must include a detailed description of the event(s) that caused the failure.
- When the movement area practical exam is completed, date and sign the bottom of the form.

7. Type of exam: INITIAL  RECURRENT

TASK	STD	MT
1. Basic Communication and Equipment Procedures. Demonstrate the ability to:		S
A. Operate radio equipment	*	S
B. Turn on vehicle parking light prior to entering the movement area		S
C. Establish initial radio contact with ground control		S
D. Request to enter on the movement safety area		S
E. Request a clearance to drive on and/or cross taxiways and runways	*	S
F. Readback of all "hold short" instructions		S
G. Radio communication is clear, concise and understandable		S

DO NOT REMOVE FROM TRAINING RECORDS →

DATE	STANDARD	REMARKS	INITIALS	SIGNATURE
2-22-17	85	85		[Signature]
3-23-17	95	95		[Signature]
4-4-17	100	100		[Signature]
<b>SUPPLEMENTAL TRAINING</b>				
AT 001500-17, Chapter 1 (02)				

Personnel training records must be comprehensive enough for the Aerodrome Inspector to conclude that airport personnel receive adequate training and all personnel receive training.

**Part 139 Required Training -  
SUMMARY**

2014

NOTE: Initial training is required prior to performance of duties. Recurrent training is required at least once every 12 CC months. Records must be maintained for 24 CC months after completion of training.

Employee	Title	Training Topics						
		139.303(g)(1-5) Personnel Training	139.313(a) Snow & Ice Control	139.315(e) and 139.319(i) ARFF	139.325(g)(3) Airport Emergency Plan	139.327(b)(3)(i-v) Self-Inspection	139.329(e) Pedestrians and Ground Vehicles	139.337 Wildlife Hazard Management
John Doe	Operations Specialist	2/5/2014		3/5/2014	3/6/2014		4/15/2014	2/4/2014
Jane Doe	Operations Specialist	1/6/2014				5/1/2014	3/1/2014	2/4/2014
Mike Public	Maintenance	3/9/2014		1/4/2014	5/1/2014		4/29/2014	2/4/2014

**Part 139 Required Training -  
SUMMARY**

2013

NOTE: Initial training is required prior to performance of duties. Recurrent training is required at least once every 12 CC months. Records must be maintained for 24 CC months after completion of training.

Employee	Title	Training Topics						
		139.303(g)(1-5) Personnel Training	139.313(a) Snow & Ice Control	139.315(e) and 139.319(i) ARFF	139.325(g)(3) Airport Emergency Plan	139.327(b)(3)(i-v) Self-Inspection	139.329(e) Pedestrians and Ground Vehicles	139.337 Wildlife Hazard Management
John Doe	Operations Specialist	2/18/2013	10/29/2013	3/25/2013	3/9/2013	11/19/2013	4/24/2013	2/7/2013
Jane Doe	Operations Specialist	1/6/2013	10/29/2013	8/9/2013	10/9/2013	5/31/2013	3/29/2013	2/7/2013
Mike Public	Maintenance	3/14/2013	10/29/2013	2/1/2013	5/29/2013	9/1/2013	4/24/2013	2/7/2013

Personnel training records must be comprehensive enough for the Aerodrome Inspector to conclude that airport personnel receive adequate training and all personnel receive training.

**Part 139 Required Training - SUMMARY**

2014

NOTE: Initial training is required prior to performance of duties. Recurrent training is required at least once every 12 CC months. Records must be maintained for 24 CC months after completion of training.

Employee	Title	139.303(c)(1-5) Personnel Training	139.313(a) Snow & Ice Control	139.315(f) and 139.319(i) ARFF	139.323(g)(3) Airport Emergency Plan	139.327(b)(3)(i-v) Self-Inspection	139.328(a) Passports and Control Lockets	139.337 Wildlife
John Doe	Operations Specialist	2/5/2014		3/5/2014	3/6/2014		4/15/2014	2/4/2014
Jane Doe	Operations Specialist	1/6/2014			5/1/2014	3/1/2014		2/4/2014
Mike Public	Maintenance	3/9/2014		1/4/2014	5/1/2014		4/29/2014	2/4/2014

Airport Ground Vehicle and Operator Training Program



**Airfield Driver Training Program**

**Regulations, Airport Rules, and Operating Procedures for:  
Tier IIB: Radio-Equipped Vehicles Written Exam Answer Sheet**

Name: JOHN DOE  
 Address: 1 TRINIDAD WAY, NEW HAVEN, CT  
 Telephone Number: 555-555-5555  
 E-mail Address: john.doe@flytweed.com  
 Employer/Affiliation: HVN Position: Ops  
 Driver's License Number: 12345 State: CT Expiration Date: 12/1/2014  
 Type of Vehicle(s) Operated on Airfield: Ops

I, (Print Name) JOHN DOE, certify that I have received a copy of the Tweed-New Haven Airport Ground Vehicle Operator's Handbook. I agree to comply with the rules outlined therein when operating a vehicle on the movement and non-movement areas of the airport and have been notified of the consequences of noncompliance. I also certify that I understand the procedures outlined in the driver-training course and am comfortable with the training I have received. As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify the Airport Operations immediately.

Signature: John Doe Date: 4/15/2014

Please return to the following address:

Tweed-New Haven Airport  
 Administration Building, Second Floor  
 155 Burr Street  
 New Haven, CT 06512  
 ATTN: Airport Operations

FAA APPROVED

Tweed-New Haven Airport  
 Airport Certification Manual

15-62

JUN 10 2013

April 10, 2013  
 Revision 3

LJD

Personnel training records must be comprehensive enough for the Aerodrome Inspector to conclude that airport personnel receive adequate training and all personnel receive training.



# Administrative Inspection

- **Consecutive Calendar Months (CCM)**

- A calendar month describes the entire month as one unit of time, rather than broken down into days

Example:            John Doe completed Airport Condition Reporting training February 1, 2013.

He must complete recurrent training no later than February 28, 2014.



**Part 139 Required Training -  
SUMMARY**

2013

NOTE: Initial training is required prior to performance of duties. Recurrent training is required at least once every 12 CC months. Records must be maintained for 24 CC months after completion of training.

Employee	Title	Training Requirements						
		139.303(c)(1-5) Personnel Training	139.313(a) Snow & Ice Control	139.315(e) and 139.319(i) ARFF	139.325(g)(3) Airport Emergency Plan	139.327(b)(3)(i-v) Self-Inspection	139.329(e) Pedestrians and Ground Vehicles	139.337 Wildlife Hazard Management
John Doe	Operations Specialist	2/18/2013	10/29/2013	3/25/2013	3/9/2013	11/19/2013	4/24/2013	2/7/2013
Jane Doe	Operations Specialist	1/6/2013	10/29/2013	8/9/2013	10/9/2013	5/31/2013	3/29/2013	2/7/2013
Mike Public	Maintenance	3/14/2013	10/29/2013	2/11/2013	5/29/2013	9/1/2013	4/24/2013	2/7/2013

**Part 139 Required Training -  
SUMMARY**

2012

NOTE: Initial training is required prior to performance of duties. Recurrent training is required at least once every 12 CC months. Records must be maintained for 24 CC months after completion of training.

Employee	Title	Training Requirements						
		139.303(c)(1-5) Personnel Training	139.313(a) Snow & Ice Control	139.315(e) and 139.319(i) ARFF	139.325(g)(3) Airport Emergency Plan	139.327(b)(3)(i-v) Self-Inspection	139.329(e) Pedestrians and Ground Vehicles	139.337 Wildlife Hazard Management
John Doe	Operations Specialist	2/28/2012	10/30/2012	3/19/2012	3/1/2012	8/5/2012	4/2/2012	2/8/2012
Jane Doe	Operations Specialist	1/9/2012	10/30/2012	9/21/2012	10/17/2012	5/3/2012	3/31/2012	2/8/2012
Mike Public	Maintenance	3/1/2012	10/30/2012	2/11/2012	5/9/2012	9/2/2012	1/22/2012	2/8/2012

Examples of a problem where required training exceeds 12 consecutive calendar months. This information would be verified with the employees training file and signed training sheets for each subject.

Training materials and reference documents used by airport authority personnel should also be examined to ensure necessary documents are available and up-to-date.



Attachment 321-1  
**QUARTERLY INSPECTION – AIRCRAFT FUEL SERVICING VEHICLES**

Inspector: Dunn Fueling Agent: JetSun Date: 1-08-08

S - Satisfactory U - Unsatisfactory R - Remark Below	Jet A Fuelers			100LL Fuelers		
	S	U	R	S	U	R
Fuel trucks parked 50' from bldgs and 10' apart/No other equipment, veh.	✓			✓		
No Fuel Leaks – Hoses/Nozzles/Gaskets/Valves/Couplings	✓			✓		
Vehicle Exhaust System - Shielded/Leak free/Flame & spark arrestor	✓			✓		
No Smoking sign in cab/No evidence of smoking/No ashtray in cab	✓			✓		
Flammability/Product signs sides & back/Haz Mat placards all sides	✓			✓		
Bonding cables provided and clips/plugs functional	✓			✓		
2 extinguishers on sides /BC/Inspected/1 extinguisher on Hydrant veh/Carts	✓			✓		
Deadman Control for all nozzles/Not bypassed	✓			✓		
Integral system for nozzles to be stowed before moving fuel vehicle	✓			✓		
Brake interlock system for bottom loading coupler	✓			✓	✓	
Emergency fuel shutoffs operable and properly placard/1 each side	✓			✓		
Aircraft fueling hose/No blistering, cracking carcass saturation, separation	✓			✓		
Aviation fueling hose used	✓			✓		
Explosion proof electrical/Light lens intact	✓			✓		
Dome cover seals intact with forward mounted hinge	✓			✓		
Truck cabinets have grating type flooring or open flooring	✓			✓		
Proper Fueling Procedures Observed	✓					
Fueling Personnel Meet Training Requirements	✓					
Fueling Personnel Training Records Maintained	✓					
Remarks: <u>Jet A Trucks 1-2-3 OK</u>						
<u>100LL Trucks 4 Brake interlock Not Working</u>						

These fuel inspection records document the same problem with the 100LL fuel truck for 3 consecutive quarterly inspections.

QUARTERLY INSPECTION - AIRCRAFT FUEL SERVICING VEHICLES

Inspector: Dunn Fueling Agent: JetRun Date: 4 April 2008

S - Satisfactory U - Unsatisfactory R - Remark Below	Jet A Fuelers			100LL Fuelers		
	S	U	R	S	U	R
Fuel trucks parked 50' from bldgs and 10' apart/No other equipment, veh.	✓			✓		
No Fuel Leaks - Hoses/Nozzles/Gaskets/Valves/Couplings	✓			✓		
Vehicle Exhaust System - Shielded/Leak free/Flame & spark arrestor	✓			✓		
No Smoking sign in cab/No evidence of smoking/No ashtray in cab	✓			✓		
Flammability/Product signs sides & back/Haz Mat placards all sides	✓			✓		
Bonding cables provided and clips/plugs functional	✓			✓		
2 extinguishers on sides /BC/Inspected/1 extinguisher on Hydrant veh/Carts	✓			✓		
Deadman Control for all nozzles/Not bypassed	✓			✓		
Integral system for nozzles to be stowed before moving fuel vehicle	✓			✓		
Brake interlock system for bottom loading coupler	✓			✓	✓	✓
Emergency fuel shutoffs operable and properly placard/1 each side	✓			✓		
Aircraft fueling hose/No blistering, cracking carcass saturation, separation	✓			✓		
Aviation fueling hose used	✓			✓		
Explosion proof electrical/Light lens intact	✓			✓		
Dome cover seals intact with forward mounted hinge	✓			✓		
Truck cabinets have grating type flooring or open flooring	✓			✓		
Proper Fueling Procedures Observed	✓					
Fueling Personnel Meet Training Requirements	✓					
Fueling Personnel Training Records Maintained	✓					
Remarks: Truck 1 Emergency shutoffs sticking Jet A						
Truck 4 Crack on windshield Glass 100 LL						
Truck 4 Interlock not working 100 LL						

Checklist Based on the NFPA Fire Code for Airport Fueling Operations

FAA Approved  
P. Holmes

Attachment 321-1  
**QUARTERLY INSPECTION - AIRCRAFT FUEL SERVICING VEHICLES**

Inspector: Dunn Fueling Agent: JetSan Date: 7-15-08

S - Satisfactory U - Unsatisfactory R - Remark Below	Jet A Fuelers			100LL Fuelers		
	S	U	R	S	U	R
Fuel trucks parked 50' from bldgs and 10' apart/No other equipment, veh.	✓			✓		
No Fuel Leaks - Hoses/Nozzles/Gaskets/Valves/Couplings	✓			✓		
Vehicle Exhaust System - Shielded/Leak free/Flame & spark arrestor	✓			✓		
No Smoking sign in cab/No evidence of smoking/No ashtray in cab	✓			✓		
Flammability/Product signs sides & back/Haz Mat placards all sides	✓			✓		
Bonding cables provided and clips/plugs functional	✓			✓		
2 extinguishers on sides /BC/Inspected/1 extinguisher on Hydrant veh/Carts	✓			✓		
Deadman Control for all nozzles/Not bypassed	✓			✓		
Integral system for nozzles to be stowed before moving fuel vehicle	✓			✓		
Brake interlock system for bottom loading coupler	U			U		
Emergency fuel shutoffs operable and properly placard/1 each side	✓			✓		
Aircraft fueling hose/No blistering, cracking carcass saturation, separation	✓			✓		
Aviation fueling hose used	✓			✓		
Explosion proof electrical/Light lens intact	✓			✓		
Dome cover seals intact with forward mounted hinge	✓			✓		
Truck cabinets have grating type flooring or open flooring	✓			✓		
Proper Fueling Procedures Observed	✓					
Fueling Personnel Meet Training Requirements	✓					
Fueling Personnel Training Records Maintained	✓					
Remarks: <u>1-2-4 Brake interlocks need adjusted</u>						

Checklist Based on the NFPA Fire Code for Airport Fueling Operations

FAA Approved

P. Haynes  
 Date: JAN 12 2007

# Part 139 Requirements

## Sec. 139.321 Handling and storing of hazardous substances and materials.

**(g) Unless otherwise authorized by the Administrator, each certificate holder shall require each tenant fueling agent to take immediate corrective action whenever the certificate holder becomes aware of noncompliance with a standard required by paragraph (b) of this section. The certificate holder shall notify the appropriate FAA Regional Airports Division Manager immediately when noncompliance is discovered and corrective action cannot be accomplished within a reasonable period of time.**

Part 139 requires the certificate holder to require fueling agents immediate corrective actions. The fuel inspection records document that the certificate holder is not meeting this requirement.

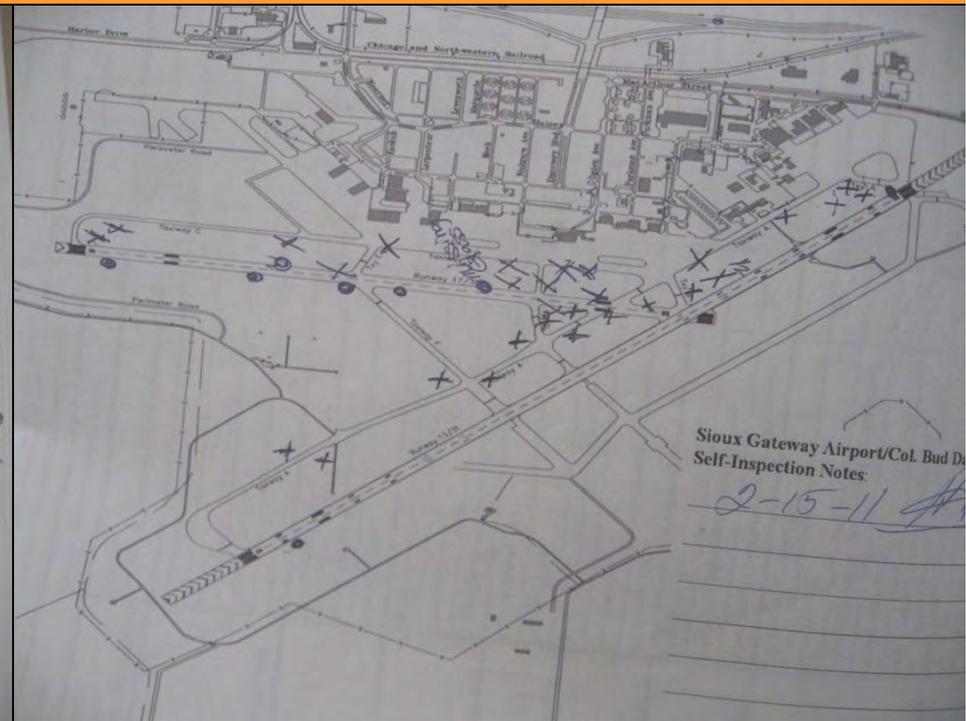
### **3. 139.321G - Operations: Handling and Storing of Hazardous Substances and Materials.**

Sioux Gateway airport did not require JetSun Aviation to take immediate corrective action to correct the inoperable interlock brake system on the 100LL truck. This problem remained uncorrected for over 6 months and was documented on the fuel inspection checklists as not in compliance with the airport fire safety standards for 3 consecutive quarterly fuel inspections. The interlock brake system has since been repaired, however, a system or procedures are lacking for notification to the fueling agent and follow-up on non-compliance to the fueling fire safety standards.

Correction Date: 6/19/2009

This situation of non-compliance was addressed on a Letter of Correction.

Objects Not Frangibly Mounted/Above Grade	✓		
Drainage/Ponding	✓		
Visible & Standard	✓	✓	
Runway Markings	✓	✓	
Surface Painted Hold Position Markings & Signs	✓	✓	
Taxiway Markings	✓	✓	
Glass Beads Reflective		✓	
Visible & Standard-Complies with Sign Plan	✓	✓	
Inoperable/Obscured	✓		
Damaged/Missing/Peeling/Flaking/Fading	✓		
Runway Lighting	✓	X	over →
Taxiway Lighting/Taxiway Markers	✓	X	
Pilot Controlled Lighting		✓	
Rotating Beacon	✓	✓	
Wind Indicators/Socks	✓	✓	
NDB	✓	✓	
FAA-Maintained	✓	✓	



This is an example where self-inspection records documented numerous signs being inoperable for 4 days.

*Part 139 Requirements - Sec. 139.311, Marking, signs, and lighting.*

*(d) Maintenance. Each certificate holder shall properly maintain each marking, sign, or lighting system installed and operated on the airport. As used in this section, to "properly maintain" includes cleaning, replacing, or repairing any faded, missing, or nonfunctional item; keeping each item unobscured and clearly visible; and ensuring that each item provides an accurate reference to the user.*

**2. 139.311(d) – Marking, Signs, and Lighting.**

During the night inspection, 7 guidance signs were inoperable. In addition, a review of self-inspection records revealed that inoperable guidance signs are not routinely repaired until 4-5 days later. In addition, there were several periods when numerous signs were inoperable for several days. Higher priority is needed on repairing inoperable guidance signs.

Correction Date: 6/24/2011

This situation of non-compliance was addressed on a Letter of Correction.

*Part 139 Requirements - Sec. 139.339, Airport condition reporting.*

*In a manner authorized by the Administrator, each certificate holder shall--*

*(c) In complying with paragraph (a) of this section, provide information on the following airport conditions that may affect the safe operations of air carriers:*

*(6) Malfunction of any lighting system, holding position signs, or ILS critical area signs required by Sec. 139.311.*

**5. 139.339(c)(6) – Airport Condition Reporting.**

Self-inspection records documented numerous signs that were inoperable for several days in the past 12 months, including holding position signs. The NOTAM records did not show any NOTAMs for inoperable holding position signs, as required by 139.339(c)(6).

Correction Date: 6/18/2010

There was also a related situation of non-compliance where NOTAMS were not being issued for inoperable holding position signs as required by Part 139.339(c)(6).

Part 139 also requires self-inspection records to document conditions found and all corrective actions taken.

	Taxiway Markings		✓	
	Glass Beads Reflective		✓	
	Visible & Standard-Complies with Sign Plan	✓	✓	
	Inoperable/Obscured	X	X	
	Damaged/Missing/Peeling/Flaking/Fading	✓	✓	
	Runway Lighting	✓	✓	
	Taxiway Lighting/Taxiway Markers	X	X	
	Pilot Controlled Lighting		✓	
	Rotating Beacon	✓	✓	
	Wind Indicators/Socks	✓	✓	
	NDB	✓	✓	
	FAA-Maintained	X	X	
FIRE	Equipment & Crew Availability/Communication/Routes Affected	✓		SEE ARFF DAILY LOG
	Pavement/Marking/Lighting Condition	✓	✓	

*Part 139 Requirements - Sec. 139.327, Self-inspection program.*

*(c) Each certificate holder shall--*

*(1) Prepare, and maintain for at least 12 consecutive calendar months, a record of each inspection prescribed by this section, showing the conditions found and all corrective actions taken.*

**4. 139.327(c)(1) – Self-Inspection Program**

Self-inspection records did not consistently document the unsatisfactory conditions found and all corrective actions. In many cases, an “X” was marked on the inspection forms without any additional information as to the nature of the unsatisfactory condition. In addition, there were periods in the self-inspection records where no documentation was noted for corrective actions. In other cases, there were initials documenting that an unsatisfactory condition was corrected, but no date was noted. Self-inspection personnel need to review the FAA ppt, *Part 139 Requirements Self-Inspection Program*, where procedures for documenting self-inspections are covered.

Correction Date: 6/18/2011

Example of Letter of Correction discrepancy where self-inspection records fail to document conditions found and all corrective actions.

# **This concludes an overview of the Administrative Inspection**

